



**UNITED STATES MARINE CORPS**

MARINE FORCES RESERVE  
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7220  
G-1 Ops  
**JUL 06 2016**

FORCE POLICY LETTER 13-16

From: Commander  
To: Distribution List

Subj: ROUTING PROCEDURES FOR MARINE CORPS ADMINISTRATIVE ANALYSIS TEAM  
(MCAAT) ADMINISTRATIVE ANALYSIS REPORTS

Ref: (a) MCO 7220.13H

Encl: (1) Administrative Analysis Report Process Map

1. Situation. Historically, Marine Forces Reserve (MARFORRES) has fared poorly in our ability to consistently achieve mission capable scores on MCAAT inspections. In short, failing a MCAAT inspection has become the prevailing and unacceptable standard.

2. Mission. To establish routing and endorsement procedures for MCAAT Administrative Analysis Reports in order to facilitate command attention on the systemic failure of MCAAT inspections.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. My near-term vision entails utilizing all available resources-particularly command attention-to facilitate a culture change regarding MCAAT failures. As with any formal inspection, success or failure is a function of command. We must work diligently to take care of our most precious resource, your Marines. MCAAT scores are one indicator to gauge how prepared the Force is ready to "fight tonight"; we must work together to shatter the old paradigm and emerge with a reinvigorated focus on personnel readiness. The end state I desire is that every MARFORRES inspected unit achieves a mission capable rating, commencing at the beginning of fiscal year 2017.

(2) Concept of Operations

(a) As depicted in the enclosure, and at a minimum, all mission capable (80% rating or greater) MCAAT Administrative Analysis Reports will be endorsed by the Inspector and Instructor (I-I) and the Regiment/Group/O-6 Commanding Officer (CO) or Chief of Staff. A Major Subordinate Command (MSC) Commanding General (CG) endorsement is optional. A Commander, Marine Forces Reserve (COMMARFORRES) endorsement is not required. Per the reference, the I-I endorsement shall include a detailed Plan of Corrective Action (POCA) that articulates specific corrective actions taken or planned, along with anticipated completion dates.

(b) As depicted in the enclosure, all non-mission capable (79% rating or less) MCAAT Administrative Analysis Reports require endorsement by the I-I, CO, the Regiment/Group Commander, MSC CG and COMMARFORRES. Per the reference, the unit level endorsement shall include a detailed POCA that

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articulates specific corrective actions taken or planned, along with anticipated completion dates.

b. Tasks

(1) MARFORRES Assistant Chief of Staff, G-1

(a) Track all MCAAT scores; identify Force-level trends and propose remediation measures.

(b) Provide technical assistance to the greatest extent possible to Force administrators.

(c) Ensure all non-mission capable MCAAT Administrative Analysis Reports are endorsed by COMMARFORRES.

(2) MSCs. Ensure MCAAT Administrative Analysis Reports are endorsed as directed by this Policy Letter.

c. Coordinating Instructions

(1) In accordance with the reference, Assist Training Visits (ATV) may be requested in writing to the MCAAT Officer in Charge.

(2) The Administrative Assist Unit (AAU) may be contacted at any time for MCAAT specific, or other administrative technical assistance.

4. Administration and Logistics

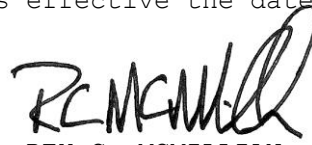
a. Administration. The AAU may be contacted via email at MFRAAU@usmc.mil or at (504) 697-7272/7273/7268.

b. Logistics. Omitted.

5. Command and Signal

a. Command. This Policy Letter is applicable to MARFORRES.

b. Signal. This Policy Letter is effective the date signed.



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## MARFORRES ADMINISTRATIVE ANALYSIS REPORT PROCESS MAP

### MISSION CAPABLE ROUTING PROCESS (80% Rating or Greater)

### NON-MISSION CAPABLE ROUTING PROCESS (79% Rating or Less)

